

CALIFORNIA OFFICE OF HISTORIC PRESERVATION 2013 GOVERNOR'S HISTORIC PRESERVATION AWARDS

NOMINATION FORM FOR INDIVIDUALS, ORGANIZATIONS, AND AGENCIES

Complete sections 1 and 2 below.

Refer to the Nomination Checklist on the next page for other materials to submit with your nomination.

1. Nominee Information *

Nominee _____

Contact Person (if nominee is not an individual) _____

Address _____

Phone _____ Email _____

Legislative Districts (Congress, State Assembly and Senate) _____

2. Nominator Information

Name _____

Address _____

Phone _____ Email _____

* Note: Nominations of public agencies must clearly demonstrate how the agency has gone above and beyond its legally mandated responsibilities.

Submit nomination by mail, or hand-deliver, to:
California Office of Historic Preservation
Attention: Governor's Awards Program
1725 23rd Street, Suite 100
Sacramento CA 95816-7100

Nominations must be postmarked (or hand-delivered) on or before May 13, 2013.

NOMINATION CHECKLIST

All materials must be received or postmarked by the submission due date and may be submitted as hard copy or on a disc. A complete nomination packet must include:

- ☐ A completed **Nomination Form**
- ☐ A **Summary Statement** (150 words maximum) giving a brief verbal snapshot of the nomination
- ☐ A **Narrative Statement** (1,500 words maximum) that discusses:
 - ☐ The reasons for nomination, showing the significance of the individual's or organization's contributions over time to the preservation of historical resources;
 - ☐ The nominee's impact on or benefit to the community and historic preservation;
 - ☐ The nominee's mission statement (for organizations and agencies);
 - ☐ For public agencies, an explanation of how the agency clearly went above and beyond its mandated responsibilities.
- ☐ **Photographs** - Include six or more high quality photographs with descriptive information in a separate document. High resolution digital images submitted on disc are acceptable. Digital photos must be in TIFF or JPEG format and must be at least 3,000 pixels on their longest edge (8" x 10" at 300 dpi/ppi). Inkjet prints of scanned or digital images are not acceptable. Photographs and discs will not be returned.
- ☐ A letter certifying that the nominee or nominated project is not involved in any preservation-related violations, lawsuits or complaints.
- ☐ **Supporting Documentation** may be of any length and may include:
 - For building projects: Photographs, plans, and other documentation sufficient to illustrate the property before and after the nominated activity.
 - Letters of support, which are especially encouraged for nominations of individuals, organizations, or agencies.
 - Video footage documenting an event or activity or highlighting features of a building rehabilitation or reuse, research project, or interpretation of a building, artifact, or historic or prehistoric archaeological resource are also encouraged.
 - For interpretive/educational projects: A copy of the material, such as a book, brochure, DVD/CD, website links, or photographs of exhibits or activities.
 - Copies of other materials, such as news clippings or other commendations that support the case for noteworthiness of the project or activity.